



FEDERAL ELECTION COMMISSION

WASHINGTON, D.C. 20463

RQ-5

Bradford S. Goodwin, Treasurer
Genentech Inc. Political
Action Committee (GENENPAC)
460 Point San Bruno Blvd.
So. San Francisco, CA 94080

JAN 5 1996

Identification Number: C00199257

Reference: November Monthly Report (10/1/95-10/31/95)

Dear Mr. Goodwin:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Your report disclosed certain categories of financial activity that have been reflected on the wrong lines of the Detailed Summary Page. Please be advised, contributions from individuals in excess of \$200 should be properly disclosed on a separate Schedule A, supporting Line 11(a)(i) and the total of unitemized contributions, less than \$200 should be listed on Line 11(a)(ii) of the Detailed Summary Page. Please refer to the instructions contained on the forms to determine the proper categorization when preparing your next filing.

Any amendment or clarification should be filed with the Federal Election Commission. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530. My local number is (202) 219-3580.

Sincerely,

A handwritten signature in cursive script, reading "Edward D. Ryan".

Edward D. Ryan
Reports Analyst
Reports Analysis Division

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